

## Instructions for Completing PSP Form 342: Contract Submission Cover Sheet

Packers as defined in 9 CFR 206.1 use form P&SP-342 to submit example contracts, replacement example contracts, expirations of example contracts, or withdrawal of offers.

Submit an example of each contract packer currently has with producers or that is currently available and is unique with respect to all of the following four example-contract criteria:

- 1) Base price or determination of base price.
- 2) Application of a ledger or accrual account (including the terms and conditions of the ledger or accrual account provision).
- 3) Carcass merit premium and discount schedules (including the determination of the lean percent or other merits of the carcass that are used to determine the amount of the premiums and discounts and how those premiums and discounts are applied).
- 4) Use and amount of noncarcass merit premiums and discounts.

Packers must provide written descriptions for all terms of a verbal contract. P&SP-343 may be used to capture a basic set of contract terms. A verbal contract includes purchases of swine by a packer from a producer under which:

- 1) The purchase is not a negotiated purchase. That is, the transaction
  - a) Results in a price to be determined at a later date, or
  - b) Establishes delivery dates more than 14 days after the date on which the swine are committed to the packer.
- 2) The terms of the purchase are not formally documented.

Send example contracts and notification of expired or withdrawn contracts to:

Hardcopy	Electronic	FAX
USDA GIPSA 210 Walnut Street, Suite 317 Des Moines, Iowa 50309	<a href="http://scl.gipsa.usda.gov">http://scl.gipsa.usda.gov</a>	515-323-2590

The electronic submission processes requires secured access to the website listed above. See <http://www.gipsa.usda.gov/psp/SCL.aspx> to obtain information on access to the secure submission site.

If you have any questions about the form or completing the form, please contact the Midwestern Regional office using one of the following methods.

Phone	Email	Fax
515-323-2579	<a href="mailto:SwineContractLibrary@usda.gov">SwineContractLibrary@usda.gov</a>	515-323-2590
request to speak to the Swine Contract Library staff		attention Swine Contract Library staff

**Identification Information**

Line Number	Subject	Instruction
1	Packer Name	The name of the reporting packer.
2	Date of Submission	The date that the contract is being submitted to GIPSA.
3	Federal Inspection Number	The inspection or establishment number assigned to the plant by USDA’s Food Safety and Inspection Service.
4	Plant Name	The name you use to identify the specific plant for which the contract is being submitted.
5	Plant Location	The city and state where the plant is located.

**Contract Information**

6	Contract Category (Choose 1)	<p>This will be the same category purchases under the example contract are categorized for Livestock Mandatory Price Reporting with the Agricultural Marketing Service.</p> <p><b>Swine or Pork Market Formula Purchase with a Ledger.</b> Purchases based on the markets for swine, pork, or pork products and reference an account which tracks differences from minimum or maximum levels.</p> <p><b>Swine or Pork Market Formula Purchase without a Ledger.</b> Purchases based on the markets for swine, pork, or pork products and do not reference an account which tracks differences from minimum or maximum levels.</p> <p><b>Other Market Formula Purchase with a Ledger.</b> Purchases based on the markets other than those for swine, pork, or pork products and reference an account which tracks differences from minimum or maximum levels.</p> <p><b>Other Market Formula Purchase without a Ledger.</b> Purchases based on the markets other than those for swine, pork, or pork products and do not reference an account which tracks differences from minimum or maximum levels.</p> <p><b>Other Purchase Arrangement with a Ledger.</b> Purchases that are not negotiated purchases, swine or pork market formula purchases, or other market formula purchases, do not involve packer-owned swine and do reference an account which tracks differences from minimum or maximum levels.</p> <p><b>Other Purchase Arrangement without a Ledger.</b> Purchases that are not negotiated purchases, swine or pork market formula purchases, or other market formula purchases, do not involve packer-owned swine and do not reference an account which tracks differences from minimum or maximum levels.</p> <p><b>See definitions in 9 CFR 206.1</b></p>
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7	Submission Type (Choose 1)	<p><b>New</b> indicates the example contract was not previously available. You can enter the contract name in line 9.</p> <p><b>Replacement</b> indicates the example contract was previously submitted but one of the four example-contract criteria has been modified and the previously submitted example contract is no longer offered. Enter the name of the new contract in line 9 and the name of the contract being replaced in line 10.</p> <p><b>Expired</b> notifies GIPSA that a previously submitted contract no longer exists. Enter the name of the expired contract in line 10.</p> <p><b>Withdrawal of Offer</b> notifies GIPSA that a previously submitted example contract is no longer being offered. Enter the name of the withdrawn contract in line 10.</p>
8	Verbal Contract	<p><b>Yes</b> indicates this example contract represents a verbal agreement. Packers must provide written descriptions for all terms of a verbal agreement. Form P&amp;SP-343 may be used as that written documentation.</p> <p><b>NO</b> indicates this example contract represents an executed document.</p>
9	Contract Name	A name (unique identifier) to use to refer to the example contract. This is used to ease of communications between the plant and GIPSA personnel.
10	Existing Contract Name	The Contract Name of the previously submitted contract for Replacements, Expirations, or Withdrawals of Offer. Line 9, Contract Name is used for names of contracts currently being submitted.

**Certification Information**

11	Name	The name of person to contact to obtain clarification or correction of information submitted
12	Title	The title of the person identified in line 11.
13	Phone	The phone number at which the person identified in line 11 can be reached.
14	Signature	Signature of person identified in line 11.